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The Managing Director,
S.M.T.A,
D.IIA,
Karachi.

Dated: Feb, 06, 2020

Dear Sir,

Subject: Apply for Post of "Procurement / Contract Management Specialist".

I am writing to express my deep interest in applying for above said post. I am confident that my academic background and curriculum development skills would be successfully utilized in this position. I have just completed my **MS in Project Management (with thesis)** from **Bahria University** and have successfully achieved **PMP (PMI-USA)** certification in this year. Also I completed my **Certification in Procurement Management** from **IBA-CEE. Certified Internal /Lead auditor ISO-9001-2015, and certified Six Sigma implementer**. As an experienced Quality Management system Lead Auditor, Supply Chain and Project Management professional with almost 12 years experience in both government and Multinational Private sector.

I am highly focused upon comprehensive understanding of quality management system, Projects, Scheduling, Costing etc as well as logistics, inventory management, stores, procurement etc. I am an inspirational and committed individual who thrives on the challenges of project compliance and engineering plans to retain and expertise cost estimation, supervision and negotiation. I believe I can contribute a tremendous amount to the development of this academic institution. I have extensive knowledge on *Project Procurement Management, Fundamental of Project management, Project Quality management and Project monitoring and Evaluation.*

I am an excellent team worker and I believe this role would provide me with an opportunity to develop my leadership abilities and to continue to deliver an excellent operational service to students and staff. I would be honored to be invited for an interview and attach my CV. I am available for interview at any time and can provide an extensive road map for conducting these course of management sciences. Please do telephone me at any time if you have any further query. I may be reached at ***03347333950*** or sjalailkhanmspm@yahoo.com.

Thank you for your consideration.

Sincerely Your's

Shoaib Jalil Khan

Shoaib Jalil Khan, PMP®

Procurement Professional &

ISO-9001-2015 QMS Lead Auditor/ Internal Auditor

E-Mail ID : sjalilkhan@gmail.com

Skype ID : asfarkhan_22

Cell No : 00923347333950 (WhatsApp)

Cell No : 00923002330812

Professional Attributes

- Dedicated **Project, Procurement and Quality Management Trainer** and SCM professional for more than **12 years** specializing in procurement, vendors strategic relation, inventory management, logistics coordination and warehousing management in Proejcts oriented construction based organisations of Pakistan & UK.
- Organised and proactive with remarkable proejct management and applying PMI-based Project Management Life Cycle.
- Produce Detail Project procurement Management Plan, Earned Value report, monthly cash flows, detailed oriented with strong communication, planning abilities, motivated, responsible and self directed.
- Monitoring, Tracking and Reporting against performance objective defined in Project Management Plan by using Management tools.

Certifications & Diploma

Project Management Professional (PMP) - PMI- USA

PMP® Number: 2176937

Certificate in Public Procurement Management- IBA-CEE

Certification No: IBA/CPM-SPPRA-0049 [Aug, 2018]

Diploma in Quality Management with Lean Six Sigma Green Belt (LSSGB) Certification from Pakistan Institute of Management Karachi. Secured 1st Position [Dec- April, 2019].

Quality Management Systems Lead Auditor Certification ISO-9001-2015 IRCA UK [March, 2019].

Education

MS (PROJECT MANAGEMENT)

Bahria University Karachi Campus

Thesis Title: "Impact Of Outsourcing in successful completion of projects".

MBA (Supply Chain /General Management).
Federal Urdu University of Arts, Science and Technology Karachi.

Bachelor of Technology B-Tech (Electrical Technology). [1st Position]
Mehran University of Engineering and Technology Jamshoro Sindh.

Bachelor in Computer Science (Networking / Programming).
Petroman Training Institute Affiliated with S.A.L.U (Sindh).

Trainings & Skills

- Project Management Body of Knowledge(PMBOK GUIDE)
- Primavera P6 & MS Project
- AutoCAD
- ISO-9001-2015
- Lean Six Sigma

Personnel Profile

Nationality	Pakistani
Date of Birth	24, July 1978
Passport #	CC4101953 (Exp 2025)
Religion	Islam

Publication

Published in "Global Management Journal for Academic & Corporate Studies" GMJACS VOL 19, No 1, 2019

Thesis Title: "Impact Of Outsourcing on successful completion of projects in construction sector of Karachi".

Experience

ASTRAL CONSTRUCTORS (PVT) LTD- KARACHI PAKISTAN Feb 2014 – Continue

MANAGER Procurement and SCM

PROJECTS

Construction of 9 Schools at Gambat District Khairpur, Sindh. Project Awarded by PMIU of Sindh for S.B.E.P, Education & Literacy Department, Government of Sindh. A US AID Project (2014- 2018).

NDMA Pakistan Warehouse Network Phase III Hyderabad. A WFP Project. (2014- 2015)

Construction of Government IT Collage Khairpur Sindh Project awarded by IBA Sukkar. (2014- Continued).

RESPONSIBILITIES

- Developing procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Performing risk assessments on potential contracts and agreements.

- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.

- Overseeing and managing the IT systems that track shipments, inventory and preparing procurement reports.
- Development and Maintenance of a comprehensive equipment and commodity procurement plan, with timelines, and be able to brief the management succinctly on status and issues/solutions.
- Manage the procurement process for multiple large international and local procurements including bid preparation, development, evaluation and award, administration including warranty and closeout.
- Monitor to ensure that all funds are expended in accordance Government of Pakistan and US Government agreements and the applicable Pakistani and U.S. Laws and Regulations.
- Supervising an efficient bid evaluation process.
- Preparation of the bid evaluation plan.
- Maintain confidentiality of bids.
- Supervise the technical and commercial evaluation process.
- Analyzed vendor invoices and cross-checked it with the quantity received and coordinate with account department for invoice processing.
- Skilled in understanding and reviewing purchase orders, invoices and other reports.
- Able to communicate with account department on payment matters
- Good proposal evaluation and communication skills.
- Ensure about the cost, quality and availability of product before purchasing
- Evaluate purchase orders and find ways for cost cutting
- Coordinated with suppliers and manufacturers and ensured items do not run out of stock
- Prepare procurement management plan and tender documents as per actual specifications and quantity of work as per PPRA & SPPRA rules.
- Maintain a list of procurement activities carried out throughout the year along with the corresponding payment records.
- Analyze and manage the current network of local logistics service providers for the supply of goods and services.
- Negotiate contracts, policies and deadlines with suppliers.
- Collaborate with management in the negotiation of contracts and lines of credit with suppliers and subcontractors.
- Monitor and support returns, damage replacements, and warranty claims.
- Preparation of the formats of Terms of References (TORs) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultants , suppliers and vendors.

KESTRAL SPD (PVT) LTD UK & KARACHI- PAKISTAN MARCH 2007 – FEB 2014

ASSISTANT MANAGER SCM

PROJECTS

1- Cargo Scanner 6 Mev Eagle Gantry at KPT funded by DOD-USA 2007- 2010.

2- *Building Management Systems at Beleli Training Facility Quetta 2010-2011*

3- Building facility with transmitting towers powered by Solar System at Baluchistan (Gawadar, Passani, and Urmara) for Pakistan Cost Guards by US ARMY corps of Engineers. 2012-2013.

RESPONSIBILITIES

- Ensure timely and cost effective performance of goods and service without comparing quality.
- Negotiates favorable contractual terms and conditions for civil, electrical, HVAC and
- Plumbing works suppliers to draw up procurement contracts and coordinate procurement proposals.
- Directs and coordinates activities of workers engaged in formulating bid proposals.
- Evaluates or monitors contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.
- Analyzes price proposals, financial reports, and other data to determine reasonableness of prices.
- May serve as liaison officer to ensure fulfillment of obligations by contractors.
- Leads the procurement function and oversees all aspects of purchasing, negotiations, strategic
- tools and process implementation for procurement related to goods, services, stores and logistics
- Develops, implements and maintains procurement policies and review on a regular basis and assure relevance and conformance with best practices and ensure compliance with internal and
- regulatory policies.
- Reviews planned orders, create requisitions for purchased items, and manage approval process.
- Transmits and prioritizes approved purchase orders and supporting documents to supplier.
- Reviews, updates, and maintains purchase orders until they are closed.
- Develop and manage procurement department including setting targets and monitoring performances and ensuring compliance with PPRA rules and regulations.
- Meeting with the Contractors to discuss and review their work progress and reporting the findings in writing to the Project Managers.

- Coordination with vendors / sub-contractors throughout the project for timely achieving of mile-stones as per contract and to ensure the timely delivery of equipment / material on site.
- Lead Procurement teams for assigned division. Assist Procurement Specialist in establishing comprehensive procurement and operations.
- Responsible for practices and ensure appropriate levels controls over the project's resources planning, developing and buying materials, parts, suppliers and equipment in a timely and cost effective way; timely manner while maintaining appropriate quality standards and specifications according to program.
- To participate in negotiation of contract terms on a range of central contracts and to monitor performance against these contracts.
- To have up to date knowledge of related procurement procedures including SPPRA regulations for public procurement.
- Prepare and review of Bidding Documents and Bid Evaluation Reports for award of contracts for goods and services.
- Prepare internal Bid Evaluation reports for award of contracts.
- Ensuring project executed within the cost and budget approved.
- Develop and implementing purchasing policies and procedures.